

1. FEE - \$22.00 includes basic search and uncertified copy or notice that we do not have it on file. See explanation of years searched and additional options on reverse side.

PLEASE PAY BY MONEY ORDER ONLY, PERSONAL CHECKS NOT ACCEPTED.

2. Our records, births and deaths, begin in May of 1882.
3. Please read the Administrative Rule Summary on the reverse side of this sheet which specifies years available for genealogical research.

**TO INSURE A COMPLETE SEARCH, PROVIDE AS MUCH INFORMATION AS POSSIBLE.
PLEASE COMPLETE FOR TYPE REQUESTED, BIRTH AND/OR DEATH.**

BIRTH Name at Birth: _____ Date of Birth: _____ Place of Birth: _____ Father's Name: _____ Mother's Maiden Name: _____	BIRTH Name at Birth: _____ Date of Birth: _____ Place of Birth: _____ Father's Name: _____ Mother's Maiden Name: _____
--	--

DEATH Name at Death: _____ Date of Death: _____ Age at Death _____ Names of Parents: _____ Name of Spouse: _____	DEATH Name at Death: _____ Date of Death: _____ Age at Death _____ Names of Parents: _____ Name of Spouse: _____
---	---

For what purpose is information required? _____

What is your relationship to person whose record is requested? _____

In what capacity are you acting? _____

SIGNATURE OF APPLICANT: _____ DATE: _____

ADDRESS: _____

Send record to: (Please Print)
Name: _____

Address: _____

City: _____

Zip Code: _____

Daytime Telephone # _____

If requesting birth records, please sign the following statement:

To the best of my knowledge, the person(s) named in the application are deceased.

Signature of Applicant

Health Commissioner's Administrative Rules and Regulations Summary

1. Genealogical Research

Uncertified copies or abstracts from records of birth, death, and marriage may be provided for genealogical research purposes subject to the restrictions specified in this summary. All requests must be submitted in writing and included payment of the applicable statutory fee. The applicant shall be required to pay the specified fee for the time spent for the search and uncertified copy of notification of no record.

2. Who is authorized to do the searching?

Record searches shall be conducted only by the following persons in the files maintained by their respective agencies:

- a. Authorized employees of the State Department of Health;
- b. A local registrar, deputy registrar; or an authorized employee of the registrar;
- c. A town or city clerk, deputy clerk of an authorized employee of the town or city clerk.

3. What records are available?

- a. No information shall be released from a record of birth which has been placed in a confidential file pursuant to Public Health Law Section 4138.
- b. No information shall be released from a record of birth unless the record has been on file for at least 75 years and the person to whom the record relates are known to the applicant to be deceased.
- c. No information shall be released from a record of death unless the record has been on file for at least 50 years.
- d. No information shall be released from a record of marriage unless the record has been on file for at least 50 years and the parties to the marriage are known to the applicant to be deceased.
- e. The time periods specified in (3B), (3C), and (3D) are waived if the applicant is a descendant or has been designated to act on behalf of a descendant of the person whose record is being requested. A descendant is a person in the direct line of descent. The applicant shall provide documentation of descendancy prior to the release of information in those instances where a waiver of the waiting period is requested. A party acting on behalf of a descendant shall further provide documentation that the descendant authorized the party to make such application.
- f. All uncertified copies, abstracts, or information issued for genealogical research purposes shall be clearly marked with the statement **"For Genealogical Purposes Only."**

4. Genealogy Fee Schedule

Fee schedule per one spelling of name. Fee Varies depending on requested number of years to be searched. Unused fees will be refunded.

3 years before and after date provided	\$22.00
6 years before and after date provided	\$33.00
9 years before and after date provided	\$44.00